

Progress Report

Department of Social Services
7 North Eighth Street Richmond, Virginia 23219
Grant GFSA-0602

Sub-grantee:		Sub-grant Number:	
Project Title:		Date of Report:	
Sub-grant Period:	To:	Final Report? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date Project Completed:	Report Period Ending: 9/30 <input type="checkbox"/> 12/31 <input type="checkbox"/> 3/31 <input type="checkbox"/> 6/30 <input type="checkbox"/>		
Program Administrator:		Project Director:	

This progress report is required as part of the program reporting requirements of the Department of Social Services. The report should include:

I. Program Activities and Issues

Describe in narrative form the progress of your project during this reporting period. If this is a final report, the report should be cumulative as well.

- A. Make reference to the project work-plan describing any activities relative to the achievement of objectives. Explain any changes in projected activities and work-plan time frames.
- B. Integrate within the narrative an analysis of the evaluation data to support the project outcomes.

II. Quarterly Status Report

Enclosed is a blank Status Report form. As part of this report, you should: (1) Transfer your work-plan Activities, Outputs, and Outcomes to the appropriate columns on the blank quarterly status report form; (2) Fill in the column titled "Accomplishments" by briefly describing the progress made toward implementing each of the various activities during this reporting period; and the outcomes achieved. Progress made on project activities should be supported by any relevant documentation and/or data for performance measures.

Mail an original and one copy of this report, including this Face Sheet, the written narrative, and the Quarterly Status Report to _____ (name) at the Department of Social Services, 7 North Eighth Street, Richmond, Virginia 23219.

VDSS Use Only	
TA Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:
Recommendation:	
Action Taken:	